

Cherokee County Development Board

POSITION: Recruitment and Retention Coordinator

RESPONSIBILITIES: The Recruitment and Retention Coordinator will have primary responsibilities in the following areas:

- Project Management
- Existing industry/retail/commercial retention programs and services
- Maintain and manage the County's retail/commercial property database
- Economic Development planning & programing
- Research

Under the general supervision of the Executive Director of the Cherokee County Development Board (CCDB), the Recruitment and Retention Coordinator shall:

- Lead County retail and commercial recruitment efforts across all municipalities and interstate exits in Cherokee County.
- Work directly with the County's retail recruitment contractor to recruit retail, commercial, and food industry projects.
- Maintain and manage the County's retail/commercial property database.
- Develop and implement a comprehensive retail recruitment strategy. To include incentives and site placement programs.
- Identify retail gaps and target sectors using market data and GIS tools.
- Develop and recommend retail/commercial incentive strategies when appropriate.
- Build relationships with retail brokers, developers, and national/regional retail representatives.
- Represent Cherokee County at recruitment events and industry meetings as required.
- Coordinate with local governments to ensure development.
- Deliver presentations and provide project updates to County Council, municipal councils, community organizations, and stakeholders.
- Develop and implement a Retail Retention & Expansion (RRE) program to support existing retail and commercial businesses throughout Cherokee County.
- Conduct regular outreach visits with local retailers and commercial property owners to identify challenges, growth opportunities, and workforce or infrastructure needs.
- Serve as a liaison between retail businesses and local/state/educational resources to assist with expansion, reinvestment, and problem resolution.
- Track retail performance trends and proactively address vacancy, redevelopment, and reinvestment opportunities.
- Coordinate with municipal partners to support downtown, corridor, and exit-area revitalization efforts.
- Assist expanding retail and commercial businesses with project facilitation.
- Assist in managing the County's industrial property database, ensuring accurate and up-to-date information on all available sites and buildings.
- Assist with coordinating Palmetto Sites evaluations and Duke Site evaluations for industrial properties.
- Maintain and update industrial site and buildings inventory on LocateSC by serving as the primary point of contact for landowners, developers, brokers, and site selectors.
- Manage and respond to Requests for Information (RFIs) received from the Upstate Alliance, the South Carolina Department of Commerce and other sources.
- Assist with industrial recruitment projects and business retention and expansion visits including site tours, data collection, proposal preparation, and project management support.
- Support existing industry expansion efforts as assigned.

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- Maintain and regularly update the organization's website, ensuring accurate, current, and compelling information on available sites, buildings, community data, incentives, news, and project announcements.
- Coordinate with web developers or vendors as needed to implement improvements, updates, and design enhancements.
- Manage and grow the organization's social media presence.
- Assist in developing marketing materials for retail, commercial, and industrial properties.
- Promote Cherokee County's assets through coordinated communications efforts that support recruitment and branding initiatives.
- Performs duties of Director as required in his/her absence.

Desired Minimum Qualifications:

- **Education and Experience:**
 - Bachelor's Degree required. Preferred in the fields of economic development, business, marketing, planning or a closely related field.
 - 3 years' experience in economic development or business development efforts, planning, and/or business/industry attraction, retention and expansion programs, GIS, project management or an equivalent combination of training and experience that provides the required knowledge, skills and abilities to be successful in the position.
 - Candidate must have outstanding interpersonal, written and verbal communications skills.
 - Strong organizational skills and the ability to coordinate multiple projects.
 - Computer skills including Microsoft Office products, Adobe and various databases
 - Applicant must complete required economic development training, including Basic Retail Training Course, Basic Course, SCDOC 101, SCEDA Institute, and Advanced Symposium certification process to become a Certified South Carolina Economic Developer within a defined period of employment.
- **Special Requirements:**
 - Valid South Carolina Driver's License or ability to obtain one.
 - Must have reliable transportation
 - Valid US Passport or ability to obtain one.
 - Regional, national, and as required other overnight travel required.
 - Annual Salary Range: \$45,000 - \$50,000. Fringe benefits include medical/dental insurance and SC Retirement.
 - Two letters of reference.
 - Position will remain open until filled.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject by the employer as the needs of the employer and requirements of the job change.

Submit electronic cover letters and resumes electronically to moonk@sccsc.edu

Submit hard copy applications to:

Cherokee County Development Board
101 Campus Drive
Gaffney, SC 29341

The Cherokee County Development Board is committed to providing equal employment opportunity to all employees and applicants without regard to an individual's gender, race, color, national origin, citizenship, age, religion, marital status, sexual orientation, physical or mental disability or any other status protected by law. This includes decisions involving hiring, job placement, transfer, promotion, compensation, benefits, training and sponsored programs.